

BUILDING INSPECTOR I

GENERAL RESPONSIBILITIES

Conducts building inspections in accordance with Carroll County Ordinances, Maryland Accessibility Code, International Building Code, International Residential Code, NFPA Life Safety Code, NFPA Fire Prevention Code, and ADA requirements.

ESSENTIAL TASKS include the following; other duties may be assigned.

1. Interpret and apply current regulations of Carroll County Building Code Ordinance, Maryland Accessibility Code, International Building Code, International Residential Code, NFPA Life Safety Code, NFPA Fire Prevention Code, and ADA requirements
2. Perform inspections, identify violations, evaluate corrective actions and approve work in accordance with applicable codes and ordinances
3. Compile reports as required by management or government agencies
4. Determine work procedures, prepare work schedules, and expedite workflow
5. Perform related duties as to specific assignments
6. Any employee may be identified as Essential Personnel during emergency situations
7. Provide service to customers by answering questions, providing information, making referrals, and assuring appropriate follow-through and/or resolution
8. Communicate with managers, supervisors, co-workers, and others, maintains confidentiality; and represents the County

EDUCATION AND EXPERIENCE

1. High school diploma or general education diploma (GED)
2. Eight years related experience, including reading building plans *

* A comparable amount of training and experience may be substituted for the minimum qualifications.

KNOWLEDGE, SKILLS AND ABILITIES

1. Read, analyze, and interpret information, policies, and legal documents
2. Respond to inquiries or complaints from employees, citizens, members of the business community, or regulatory agencies
3. Write policies, reports, speeches, correspondence, procedures, and other required documentation
4. Define problems, collect data, establish facts and draw valid conclusions
5. Apply mathematical concepts such as statistical analysis, inference, and mathematical calculations such as percentages to practical situations
6. Use computer software programs and/or other applications

CERTIFICATES, LICENSES, REGISTRATIONS

1. International Residential Building Inspector Certification (must obtain within 6 months of employment)
2. Valid driver's license